

**HOODLAND FIRE DISTRICT # 74**  
**BOARD MEETING MINUTES**  
**January 15, 2020**

Those Present: Board Members: Shirley Dueber, Jacob Rackley, Mary Ellen Fitzgerald, Darcy Lais, and Cliff Fortune. Staff: Lt. Scott Kline, Lt. Andy Figini, SFF Matt Nicholson, SFF Tyler Myers, SFF Joe Schwab, FF Debra Sinz, Kelli Ewing, Sally Chester, and Gary Brandt. Guests: Blane Skowhede, Kirk Peterson, and Dan Myers.

1. Call to Order: By Shirley Dueber at 7:01 PM.
2. Pledge of Allegiance: Led by Jacob Rackley.
3. Personnel Action.
  - A. Shirley Dueber asked Joe Schwab if everything was taken care of and if he received everything he needed including his check. Joe Schwab stated that things are still being exchanged. Joe Schwab turned in his resignation letter and resigned as of January 15, 2020.
4. Persons to be Heard.
  - A. Budget Committee Applicant Kirk Peterson.
    - i. Lives on the Mountain full time. Recently retired after 25 years as a Labor and Employment Attorney. Served on multiple boards in the past. Worked in Railroad Management before becoming an Attorney. Experience with fire districts while working as an Attorney. Now retired so he has some spare time to serve on Hoodland Fire Budget Committee.
    - ii. Mary Ellen Fitzgerald asked the process for how Budget Committee members are selected. Cliff Fortune explained that the Board reviews the resumes and interviews them (if they are available) and then votes.
    - iii. Cliff Fortune explained the time commitment is minimal, attending several meetings a year to review the budget. If selected the Budget Committee Member would be invited to the Awards Banquet on January 25, 2020.

4. Persons to be Heard Continued

MOTION MADE: By Cliff Fortune to appoint Kirk Peterson to the Budget Committee.

2ND: By Jacob Rackley.

DISCUSSION: Mary Ellen Fitzgerald asked if the other Budget Committee  
candidate was invited to attend the Board Meeting. Yes, he was  
invited and said that he was coming, but the snowy weather might  
have impacted his plans.

VOTE: Passed Unanimously.

B. Budget Committee Applicant Dan Myers.

i. Unavailable for comment.

5. Approval of Minutes.

A. Board Meeting Minutes on Tuesday December 10, 2019.

i. Under 6. A. i. h. the \$11,025.00 balance from the Water Line  
Credit is not mentioned.

MOTION MADE: By Mary Ellen Fitzgerald to add a statement to the December 10,  
2019 Board Meeting Minutes Minutes under 6. A. i. h. that the  
Board agreed to pay the balance of \$11,025.00 to the contractor.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed. Four Ayes (Shirley Dueber, Mary Ellen Fitzgerald, Jacob  
Rackley, and Cliff Fortune) and One Abstain (Darcy Lais).

MOTION MADE: By Mary Ellen Fitzgerald to approve the December 10, 2019 Board  
Meeting Minutes with the approved corrections.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed. Four Ayes (Shirley Dueber, Mary Ellen Fitzgerald, Jacob  
Rackley, and Cliff Fortune) and One Abstain (Darcy Lais).

B. Special Board Meeting Minutes on Friday December 20, 2019.

MOTION MADE: By Jacob Rackley to approve the December 20, 2019 Special  
Board Meeting Minutes as submitted.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed. Four Ayes (Shirley Dueber, Mary Ellen Fitzgerald, Jacob  
Rackley, and Cliff Fortune) and One Abstain (Darcy Lais).

5. Approval of Minutes Continued

C. Work Session Minutes on Friday December 20, 2019.

MOTION MADE: By Mary Ellen Fitzgerald to approve the December 20, 2019 Work Session Minutes as submitted.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed. Four Ayes (Shirley Dueber, Mary Ellen Fitzgerald, Jacob Rackley, and Cliff Fortune) and One Abstain (Darcy Lais).

6. Communications by Shirley Dueber.

A. Rhododendron Post Office Centennial Celebration on January 25, 2020.

7. Reports:

A. Blane Skowhede – Government Camp Station Renovation.

i. Eighteen construction meetings so far.

ii. Planning to schedule a time to re-inspect the punch list items that were completed by the contractor.

iii. The Fire Alarm has not passed its final inspection. There have been issues due to the lack of cellular service for the auto dialer. The monitoring company will install an external antenna to fix the problem.

iv. The Certificate of Occupancy will not be issued until the Fire Alarm is re-tested and passes.

v. Clackamas County has not approved the Station Alerting because it is not UL listed. This delay will not impact the Certificate of Occupancy.

vi. Mary Ellen Fitzgerald asked if the other stations are UL listed. Blane Skowhede thinks No because the same contractor being used.

\* See Appendix 1 – Question #1.

vii. Received bids on generators for Government Camp Station. Bids are \$36,000 and \$24,000. Original contractor bid was \$42,000.

7. A. Blane Skowhede's Report Continued

viii. Mary Ellen Fitzgerald asked what is the balance is in the T.I.F. Account? Blane Skowhede will have to work with Carol Norgard to calculate the balance.

\* See Appendix 1 – Question #2.

ix. Cliff Fortune asked when the Certificate of Occupancy will be issued. Blane Skowhede said after the Fire Alarm is re-tested and passes.

\* See Appendix 1 – Question #3.

B. Chief's Report read by Mary Ellen Fitzgerald.

i. Government Camp Station – Awaiting the final inspection of the Fire Alarm System.

ii. Brightwood Tower - C-800 is furnishing a stand-alone generator for the District to power the Brightwood Station.

iii. Main Station – No new updates for the feasibility study of the seismic study for the grant application.

iv. Deputy Chief Promotional Process – Deputy Chief process has been opened again per the Board's December Work Session.

v. Battalion Chief Promotional Process – The MOU is being reviewed by Mr. Watts.

vi. Audit – A letter has been sent to the State to keep them updated on the District's progress.

vii. Training Company – Beginning their Combat Firefighting Academy. Lt. Figini is the point of contact. Per Andy there are currently eleven recruits.

viii. Rhododendron CPO – HFD assisting them to develop Firewise Communities.

## 7. B. Chief's Report Continued

ix. Jacob Rackley has concerns regarding the changes to the C-800 contract. The Board was told that the amended contract would be brought back to the Board before proceeding with the generator. Jacob Rackley would like the Chief to not move forward with the new generator for Brightwood Station until an amended contract is in place. Cliff Fortune asks Andy Figini and Scott Kline for their input. Staff suggests providing a list of questions for the Fire Chief. It was mentioned in the Officer's Meeting that the generator was still in the planning stages.

x. The Board will bring their concerns regarding the C-800 amended contract to the Fire Chief.

\* See Appendix 1 – Question #4.

## C. Finance by Kelli Ewing.

i. Several pages of budget documents. Kelli Ewing will take down your questions and confer with Carol Norgard and get back to you with the answers.

ii. Mary Ellen Fitzgerald asks questions relating to Overtime Breakdown spreadsheet. Kelli Ewing explains that this is overtime accrued and not hard numbers because all overtime goes into a Comp Bank. Employees can choose to use it as vacation or cash out, it gets forced cashed out 2x a year.

iii. Mary Ellen Fitzgerald asks questions relating to the overtime budget line item. Year to Date Budget Report, Package 1-007 Overtime line item is at 89.5% but total Package 1 expenditures are at 57.9%.

\* See Appendix 1 – Question #5.

iv. The Board will bring their concerns regarding the overtime line item in the budget to the Fire Chief.

\* See Appendix 1 – Question #6.

iv. Overall Budget expenditures are at 45.7%. Mary Ellen Fitzgerald asks if this includes the Levy Funds. Yes, the levy funds are included in the budget.

\* See Appendix 1 – Question #7.

v. Jacob Rackley asked questions regarding how much of the budget are we limited to move around. 10% within the budget.

\* See Appendix 1 – Question #8.

7. C. Finance Continued

vi. Shirley Dueber asked questions regarding what percent of the Budget has already been moved around.

\* See Appendix 1 – Question #9.

vii. Mary Ellen Fitzgerald asked questions regarding how much money was spent on overtime last year. Did the overtime line item go over last year? If so, how much?

\* See Appendix 1 – Question #10.

viii. Mary Ellen Fitzgerald would like to schedule a Work Session date with Chief to discuss the Budget.

\* See Appendix 1 – Question #11.

D. Prevention by Lt. Scott Kline.

i. Creating an inspection schedule for buildings based on occupancy classifications. Planning to set aside one day a week dedicated to inspections.

ii. Continuing to work with Blane Skowhede on the Government Camp Station and getting the Fire Alarm System approved.

iii. Reviewing and providing input on multiple sprinkler system installations for new construction buildings.

iv. Met with ODF and Rhododendron CPO regarding creating several new Firewise communities in the District. Working with Jenna and Tracy Brostrom from ODF and Steve Graeper with Rhododendron CPO. There will be a presentation at the March Rhododendron CPO Meeting.

v. Recent fire on Barlow Trail road was started by welding equipment.

vi. ISO re-rating is on hold until Government Camp Station is occupied.

vii. Performing QA/QI on N.F.I.R.S. Reports on Image Trend.

E. Safety by Lt. Andy Figini.

i. Last Safety Committee meeting discussed making sure that all Fire Extinguishers were correctly mounted in the stations and in the apparatus.

## 7. E. Safety Continued

- ii. Mary Ellen Fitzgerald asks what the one minor injury reported was?  
\* See Appendix 1 – Question #12.

### F. EMS by read by Lt. Andy Figini.

- i. Medication Shortages, an ongoing problem throughout the country.
- ii. Working to get EMRs recertified, the deadline is June 30, 2020.

### G. Training by Lt. Andy Figini.

- i. Training Company is starting their Fire Academy Classes. This will continue every Friday evening and all day Saturday through the end of March. Training is 12 hours a week. There needs to be a 5 to 1 Ratio, so extra staff and volunteers are needed to teach.

### H. Union.

- i. No report.

### I. Volunteers by Sally Chester.

- i. Support Group and C.E.R.T. were voted into the Volunteer's Association, so now all volunteers are under one umbrella.
- ii. Bylaws are in the process of being updated. A draft was sent out to all of the volunteers to gather input.
- iii. When the Bylaws are updated, they will be brought to the Board for approval and will then be sent to the State.
- iv. Cliff Fortune remarked congratulations, this was long overdue.

### J. C.E.R.T. by Debra Sinz.

- i. Last month C.E.R.T. Members volunteered 384 hours through training, T.I.P. callout, meetings, Christmas Baskets, public education, etc.
- ii. Public Education notices in the Mountain Times and Flash Alert.
- iii. 2019 C.E.R.T. Accomplishments includes members volunteering 4,245 hours in lots of events, trainings, public outreach, etc. Thank you to the staff for your help teaching training classes.

7. Reports Continued

K. Support Group by Sally Chester.

- i. Organizing feeding of the standby crews for the District Banquet. Planning to allow the crews to get food from the Barlow Trail Restaurant. Support Group will provide homemade desserts.
- ii. Support Group plans to help out with the Government Camp Station Open House and the Training Company Graduation.
- iii. Shirley Dueber reminds everyone to RSVP for the District Banquet. Deadline to RSVP is January 17, 2020.

8. Unfinished Business:

A. Second Reading of the changes to Policy 902 Deputy Chief Job Description.

- i. The only change was the In District residency requirement.

MOTION MADE: By Cliff Fortune to approve the second reading of the changes to Policy 902 Deputy Chief Job Description.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously.

B. Second Reading of the changes to Policy 903 Battalion Chief/Fire Marshal Job Description.

- i. Cliff Fortune would like to reiterate that he thinks that this should be a non-union position.
- ii. Mary Ellen Fitzgerald would like to have the Union MOU that states that the Battalion Chief position will only be in the Union one time.  
\* See Appendix 1 – Question #13.
- iii. Jacob Rackley explains how the Battalion Chief/Fire Marshal position has to be in the Union because the Fire Marshal requirement has been in the Union for a long time.



8. B. Second Reading of the changes to Policy 903 Continued

MOTION MADE: By Mary Ellen Fitzgerald to approve the second reading of the  
changes to Policy 903 Battalion Chief/Fire Marshal Job Description.

2ND: By Darcy Lais.

DISCUSSION: What is the timeline for when the position will be filled? This  
supposedly will help with Overtime/Duty Officer coverage.

\* See Appendix 1 – Question #14.

VOTE: Passed. Four Ayes (Mary Ellen Fitzgerald, Shirley Dueber, Darcy  
Lais, and Jacob Rackley) and One Nay (Cliff Fortune).

9. New Business:

A. Strategic Goal Development.

i. Long Term Strategic Goals need to be updated.

ii. S.D.A.O. will be performing a District Audit. Information needs to  
be gathered and sent to S.D.A.O. S.D.A.O. will go through all of  
the documents and then will come to the station to interview  
members. This will help with long range planning and will give us a  
fresh perspective. It will be a lot of work to gather the information,  
but it will help the District in the long run.

iii. Mary Ellen Fitzgerald would like Firewise be part of the Strategic  
Goals.

B. Motion to appoint a Budget Committee Member.

i. Discussed under Persons to be Heard.

C. Jim Mooney's Contract.

i. Jim Mooney's contract has expired. The contract would need to be  
extended if HFD wants to continue to use his services.

ii. Jacob Rackley asks if Hoodland Fire spent more than \$3,000.00 for  
Jim Mooney's services.

\* See Appendix 1 – Question #15.

iii. Mary Ellen Fitzgerald would like to see the bills for Jim Mooney and  
the total for what HFD paid out. Kelli Ewing promises to get the  
information to the Board by 01/15/2020.

\* See Appendix 1 – Question #16

9. C. Jim Mooney's Contract Continued

- iv. Jim Mooney is now helping with networking and forming interview questions for the Deputy Chief Interview.

MOTION MADE: By Darcy Lais to extend Jim Mooney's contract to June 30, 2020.

2ND: By Mary Ellen Fitzgerald.

DISCUSSION: None.

VOTE: Passed Unanimously.

D. First Reading of the changes to Policy 514: Identifying harassment, discriminations, retaliation and member rights.

- i. Shirley Dueber would like to table this for now because there will be S.O.G.s written and she would like the S.O.G.s referenced in the Policy.

- ii. Jacob Rackley would like the Hoodland Fire policies to mimic the D.A.S. and B.O.L.I. policies. There are also some other laws and two additional policies regarding fraternization and coercion that may needed. We may need to discuss this at a Work Session.  
\* See Appendix 1 – Question #17.

- iii. Because of an ORS change, the State set a deadline of January 1, 2020 to update this Policy.

- iv. Shirley Dueber informs the Board that S.D.A.O. does not include the State Laws in their Policies, because the laws are always changing. The laws can be added to S.O.G.s so they can be updated. Shirley Dueber wants the State Laws referenced in the S.O.G.s.

- v. Darcy Lais explains that references to S.O.G.s and State Laws in Policies are not necessary because members know that they need to follow all District Policies, District S.O.G.s., State Laws, and Federal Laws.

- vi. More harassment training may be needed for volunteers and staff.

- vii. The policy is contradictory because it states report to Fire Chief or Board Chair for several pages and then there are other outside options later on. Jacob Rackley will write up the changes that he suggests and bring them back to the Board for discussion.

9. D. First Reading of changes to Policy 514 Continued

MOTION MADE: By Cliff Fortune to approve the first reading of the changes to  
Policy 514: Identifying harassment, discriminations, retaliation and  
member rights.

2ND: By Darcy Lais.

DISCUSSION: This is just the first reading; it is not the final approval.

VOTE: Passed. Four Ayes (Mary Ellen Fitzgerald, Darcy Lais, Cliff  
Fortune, and Jacob Rackley) and One Nay (Shirley Dueber).

10. Motion to Pay Bills:

MOTION MADE: By Darcy Lais to pay all bills as submitted.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed Unanimously.

11. Board Members Comments.

- A. Mary Ellen Fitzgerald – Good job to C.E.R.T., they are putting in a lot of  
hours volunteering! S.D.A.O. Audit will give the District a fresh  
perspective. Hopefully everyone will feel comfortable being interviewed  
because the goal is to improve the District.
- B. Shirley Dueber – S.D.A.O Audit will point out the areas where  
improvement is needed. It will be a good to get the feedback. Thank you  
everyone for all of your good work.
- C. Darcy Lais – Good job to C.E.R.T., they accomplished a lot! Thank you to  
Joe Schwab for your service to the Hoodland Fire District. We are sad to  
see you go; we wish you the best of luck in your future endeavors.
- D. Jacob Rackley – Thank you for your 12 years of service. Jacob Rackley  
asks Joe Schwab questions and he responds that he has received  
multiple job offers (full time and part time positions) from other Fire  
Departments and he is currently working part time at two different Fire  
Departments.
- E. Cliff Fortune – Thank you Joe Schwab, we will miss you! Congratulations  
to the all of the volunteers on the merge into the Volunteers Association.  
Congratulations to Kirk Peterson on your appointment to the Budget  
Committee.

12. Executive Session. None. \_\_\_\_\_

13. Other New Business. None. \_\_\_\_\_

14. Adjournment. \_\_\_\_\_

MOTION MADE: By Mary Ellen Fitzgerald to adjourn the meeting. \_\_\_\_\_

2ND: By Cliff Fortune. \_\_\_\_\_

ADJOURNMENT: Meeting adjourned at 8:37 PM. \_\_\_\_\_

Respectfully Submitted,

*Carolyn M. Norgard*

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant

## APPENDIX 1:

### Board Questions during the Board Meeting and Answers obtained after the Board Meeting

- 1) By Mary Ellen Fitzgerald:  
Re: 7.) A. Blane Skowhede's Report  
  
Q: Is the Station Alerting UL listed for the Main Station and Brightwood Station?  
  
A: Answered By: Chief Ingrao  
(Operational questions that are not Policy can only be answered when the Chief is available)  
Station Alerting is Canadian Standard which is equivalent to UL and has been approved by County Code.
  
- 2) By Mary Ellen Fitzgerald:  
Re: 7.) A. Blane Skowhede's Report  
  
Q: What is the balance in the T.I.F. Account?  
  
A: Answered By: Carol Norgard  
Balance in the T.I.F. Account as of of January 14, 2020 was \$119,972.87. However, there will still be costs for Columbia Cascade Construction and other associated costs.
  
- 3) By Cliff Fortune:  
Re: 7.) A. Blane Skowhede's Report  
  
Q: When will the Certificate of Occupancy be issued for the Government Camp Station?  
  
A: Answered By: Chief Ingrao  
The Certificate of Occupancy was not needed. This was an error by County Plans because this was only a remodel, so a Certificate of Occupancy is not needed.

4) By Jacob Rackley:  
Re: 7.) B. Chief's Report

Q: Chief:  
The Board has concerns regarding the amendment to the C-800 contract. The Board would like the generator installation to wait until the contract is amended and the changes are in writing.

A: Answered By: Chief Ingrao  
(Operational questions that are not Policy can only be answered when the Chief is available)  
Chief Ingrao will contact Attorney John Watts.

5) By Mary Ellen Fitzgerald:  
Re: 7.) C. Finance

Q: What percentage of overtime has been spent in the 2019-2020 Budget?

A: Answered By: Carol Norgard  
Detailed Year to Date Budget Report – Package 1-007  
89.5% on January 14, 2020.

6) By Mary Ellen Fitzgerald:  
Re: 7.) C. Finance

Q: Chief:  
The Board has concerns regarding going over the overtime line item in the budget. Do funds need to be moved around to cover the next several months?

A: Answered By: Chief Ingrao  
Overtime is not 100% budgeted in any Fiscal Year. The reason is that there is no way to know if all employees will use all Vacation, Sick, and School Leave. There are also unknowns like Fires, Late Calls, and Duty Officer Shifts.

7) By Mary Ellen Fitzgerald  
Re: 7.) C. Finance

Q: Are the Levy Funds included in the 2019-2020 Budget?

A: Answered By: Carol Norgard  
Yes, \$250,000 from Levy Funds is included in the 2019-2020 Budget under Package 1.

8) By Jacob Rackley  
Re: 7.) C. Finance

Q: How much of the budget are we limited to move around?

A: Answered By: Carol Norgard  
We can only move around 10% of the total budget \$450,164.70 within the budget.

9) By Shirley Dueber  
Re: 7.) C. Finance

Q: What percent of the Budget has already been moved around?

A: So far we have only moved around >1% of the budget. Total is \$12,824 through Resolutions 19-006 and 19-007.

10) By Mary Ellen Fitzgerald  
Re: 7.) C. Finance

Q: How much money was spent in overtime last year? How much did the overtime line item go over?

A: Answered By: Carol Norgard  
In the 2018-2019 Budget \$442,328.85 was spent on overtime. The overtime line item was at 221.2% which means it was over spent by 121.2% This number is partial inflated because of multiple Conflagrations, we received \$90,174.20 for Conflagration reimbursements.

11) By Mary Ellen Fitzgerald  
Re: 7.) C. Finance

Q: Chief:  
The Board would like to schedule a Work Session to discuss the Budget.

A. Answered By: Carol Norgard

Carol will teach two Budget Training Classes for the Board, Budget Committee Members, and Staff.

First Class: February 15<sup>th</sup> or 16<sup>th</sup> at 2 PM per RSVP.

Second Class: March 14<sup>th</sup> or 15<sup>th</sup> also at 2 PM per RSVP.

12) By Mary Ellen Fitzgerald:  
Re: 7.) E. Safety

Q: What was the one minor injury reported in November 2019?

A: Answered By: It was a minor injury that was an accident and did not require treatment. Therefore no safety action # was assigned due to no actionable item to take action on.

13) By Mary Ellen Fitzgerald:  
Re: 8.) B. Second Reading of Policy 903

Q: Chief:  
The Board would like the MOU from the Union stating that having the Battalion Chief in the Union will only be a one-time occurrence.

A: Answered By: Chief Ingrao  
The document will be sent to the Board.

14) By Jacob Rackley:  
Re: 8.) B. Second Reading of Policy 903

Q: What is the timeline for when the Battalion Chief/Fire Marshal position will be filled?

A: Answered By: Chief Ingrao  
(Operational questions that are not Policy can only be answered when the Chief is available)  
As Chief can make it happen.



15) By Jacob Rackley:  
Re: 9.) C. Jim Mooney's Contract

Q: Did HFD spend more than \$3,000.00 on Mr. Mooney's services?

A: Answered By: Carol Norgard  
No. Total spent from August 1, 2019 through January 1, 2020 for the Deputy Chief Hiring Process was \$2,882.60.

16) By Mary Ellen Fitzgerald:  
Re: 9.) C. Jim Mooney's Contract

Q: Wants to see the bills for Mr. Mooney and the total amount HFD Paid out.

A: Answered By: Carol Norgard.  
(Detailed bills were emailed to the Board on 01/15/2020)  
\$646.25 – August 1, 2019  
\$308.75 – September 2, 2019  
\$1,138.75 – October 31, 2019  
\$788.75 – January 1, 2020

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\$2,882.60 TOTAL

17) By Jacob Rackley:  
Re: 9.) D. Policy 514: Identifying harassment, discriminations, retaliation and member rights.

Q: Chief:  
The Board would like to schedule a Work Session to discuss this Policy and additional policies that may be required by the State of Oregon.

A: Answered By: Chief Ingrao  
The Board Chair may set up Work Session as requested.